

TEACHER ACTIVITY AWARDS FOR CLASSROOM MATERIALS

2003-2004 Rules & Information

PURPOSE

To increase students' understanding of the Florida Keys' culture, history, and environment. The goal is to use these focus areas as catalysts or motivators for students to learn the necessary and required information and skills you normally teach.

RULES

1. A teacher is a person whose primary job is direct instruction of students in Monroe County.
2. Each teacher may submit only one proposal.
3. The teacher is responsible for ordering and obtaining the materials purchased with the award.
4. The teacher must complete the activity.
5. The teacher must complete the final report form and submit it on time. The final report may be placed on the FKNMS website; if so, it will be shown EXACTLY as submitted (by email only). Please proof it first!

DETAILS

1. Checks will be written in the teacher's name and mailed to his or her school for distribution. This amount is not taxable.
2. Teachers are not required to submit expenditure records with the final report, but the teacher must retain them in his or her files for at least one year after completion of the project.
3. If possible, please let the project staff know when the activity or activities will take place. It is unlikely that staff will be able to attend many of the activities, but it may be possible if time permits. Email ivy.kelley@noaa.gov
4. The activity "proposal" does not have to be coded to either the Monroe County Curriculum or to the Sunshine State Standards. HOWEVER, alignments MUST be submitted with the final report.
5. When preparing the "proposal" and final report use only Times 12-point font. Use ONLY the space provided (note how many lines are allowed.) DO NOT attach any additional information to the proposal. Any "proposal" using another font or a reduced size font or violating any of the rules will be eliminated from consideration.
6. Page One of the "proposal" includes general information. That is the only location where you should identify yourself or your school. Do not give any hints about your school's identity in the body of the "proposal."
7. External reviewers will evaluate "proposals."
8. The only legitimate expenditure is for classroom materials, supplies or equipment. These items may be one-time or multiple use.
9. The proposed "activity" can be a single lesson or a series of lessons.
10. Proposals may be for less than \$100. Grants will be awarded until the entire \$4,000 is expended.
11. Budget Estimate: Include postage/shipping and sales tax in the price of the item. Round UP to the next whole dollar. Please do not buy food unless it is directly used in the learning activity (such as building a coral polyp, etc.), no field trips (use Award Yourself program for that funding).

FORMS AND SUBMISSION PROCEDURES:

1. The required “proposal” form may be downloaded from this website.
2. The proposal form **MUST BE SUBMITTED BY EMAIL AS AN ATTACHMENT**. Email it to ivy.kelley@noaa.gov by midnight, NOVEMBER 14, 2003. Be sure that the subject line in the email reads: “TAP/YourName.”
3. The required final report form may be downloaded at this website.
4. The final report **MUST BE SUBMITTED BY EMAIL AS AN ATTACHMENT**. Send it to ivy.kelley@noaa.gov by midnight, June 11, 2004. Be sure that the subject line in the email reads: “TAFR/YourName.”